

## **Urgent Food and Essentials Grant – Applicant Guide February 1, 2024**

### **Purpose:**

With funding provided by the Province of Nova Scotia, this grant is administered by United Way to support local nonprofits that are already running food and essentials programs.

This Urgent Food and Essentials Fund will support communities by providing funds to organizations that have the capacity to provide groceries/essentials, meal kits, meals, grocery store gift cards to Nova Scotians who are experiencing food insecurity.

This fund prioritizes opportunities that offer dignified, choice-based approaches to food and essentials access and offers supports to people who are most affected by food insecurity.

### **FUNDING PRINCIPLES**

**Respect & Human Dignity:** Appreciate and support the strengths, perspectives, culture and identities of individuals, families, and communities. Ensure that the access provided to food and essentials protects the dignity and self-esteem of the people accessing them.

**Choice:** Facilitate opportunities for people to exert personal preference and are encouraged to make their own choices to the maximum extent possible.

**Compassion:** Offer reciprocal concern for individuals, families and communities in a manner that works toward a shared capacity to thrive and live well.

**Adaptability:** Be flexible and open to shifting in order to better respond to the priorities and voices of people accessing services and supports.

**Collaboration:** Work together to leverage collective knowledge and resources to create meaningful impact.

**Trust:** Act with integrity, honesty, and transparency, to build strong sustainable relationships.

**Equity:** Recognize and acknowledge the wide diversity of histories that construct realities for individuals, families, and communities; and adapt opportunities to those realities so that the best outcomes possible are available to all.

## About United Way Cape Breton

### VISION

United Way Cape Breton envisions thriving Cape Breton where everyone can realize their potential and maximize their quality of life.

### MISSION

United Way Cape Breton exists to improve lives and build community on the island of Cape Breton, by engaging individuals and mobilizing collective action

### COMMUNITY AREAS OF FOCUS

- Financial Stability and Independence
- Food Security
- Youth Engagement

### Eligibility Criteria:

Applications are accepted from Registered Charities, Incorporated Non-Profits, and Indigenous Governing Bodies. Organizations can use the links below to confirm their registration:

- The organization focuses on supporting those living in, or at high risk of, food insecurity and other impacts of poverty.
- The organization has existing, trusting relationships with members of a low-income community.

Link: [Canadian Registered Charities](#)

Link: [Nova Scotia Registry of Joint Stocks](#)

Organizations that are **not** eligible to apply for funding include:

- For-profit organizations
- Hospitals
- Educational institutions and organizations, schools, universities or college administration and parent-teacher associations.
- Faith-based organizations that require an adherence to or promotion of a religious faith as a condition of receiving supports or services.
- Municipalities and entities controlled by a municipality including municipal governments, regional governments, and regional districts Individuals.
- Organizations whose policies or practices contravene the Nova Scotia Human Rights Act.
- Please Note: Funding cannot be provided directly to individuals, only to organizations.

### Area of Support:

Food and essentials for people experiencing food insecurity across Cape Breton Island.

**Total amount requested must not exceed \$30,000.**

### Eligible expenses:

- Food and essentials will be provided at **no cost** to residents.  
***(This grant cannot fund programs that require participants to pay a fee of any kind. If your existing program is currently charging a fee for your food program, YOU DO NOT QUALIFY for this funding).***
- Food for food banks (both Feed Nova Scotia food banks and non-Feed Nova Scotia food banks) publicly accessible pantries and community fridges.

### Eligible expenses continued:

- Food for programming that provides free meals, snacks, groceries, grocery cards from grocery retailers etc.
- Meal and snack programs must be recurring (not one-off events).
- Food programs that foster social connection i.e., people who come in for other services and will have access to food while there.
- Fruit and vegetable packs that are provided to people experiencing food insecurity.
- Examples of essentials i.e., menstrual products, diapers, shampoo, toothpaste, toilet paper etc.
- **Delivery Cost-Recovery:** for food programs that are required to deliver to participants who have mobility issues or are unable to leave their home, a cost-recovery for delivery (gas) up to a maximum of 5% of total grant budget will be an eligible expense.

### Ineligible expenses:

- Administration costs including staff wages, utilities, overhead, etc.
- Capital or equipment costs.
- Food programs offering a one-time meal only.

### Assessment of Application

#### Application launch date:

Grant applications will become available online on **Thursday, February 1<sup>st</sup>, 2024.**

- Applications will be reviewed by a panel.
- Applications can be submitted anytime and will be reviewed on a 'rolling' basis which means **there is not just one deadline.** Applications will be assessed by a panel bi-weekly, and applications will continue to be accepted until all funds are allocated.
- The first bi-weekly deadline will be February 16<sup>th</sup>. Applications received after February 16<sup>th</sup> will be reviewed on March 5<sup>th</sup> and so forth. (see table below)
- Approved grant applicants will be notified on Friday of the week following the application (one week after submission).

Submit Grant Application By noon on:	Reviewed by panel	Date Applicants notified of grant award:
Feb 16	Feb 20	Feb 23
Mar 1	Mar 5	Mar 8
<i>...this bi-weekly pattern continues until all funds have been allocated...</i>		

- Applications will be assessed on their ability to demonstrate:
  - How the proposed activity will provide immediate food access to individuals and families experiencing food insecurity.
  - That every effort has been made to provide a dignified, choice-based approach.
  - Applications from organizations that serve Black, 2SLGBTQ+, First Nations, disability communities, and other groups that face race-based or unjust barriers in Nova Scotia will be prioritized.

**Note:** We ask applicants to only apply for funds you are confident you can utilize. You can apply for a second grant if you spend your initial grant. This ensures funds can be allocated across the province to the people who need it most.

## **Evaluation:**

The following criteria will guide the evaluation of applications.

- Does the application meet basic eligibility requirements?
- Does the application provide a dignified, choice-based approach?
- Does the initiative align with the identified funding principles and the purpose of the Urgent Food and Essentials Fund?
- Does the application serve populations currently being impacted by food insecurity?
- Are the food and essentials provided at no cost?
- Is access to food and essentials simple and efficient?

## **Conditions of Funding:**

Funding recipients must meet the following conditions:

- Funds must be used for the activity as described in the application.
- United Way must be notified in advance of any changes in the activity, including location, or any other changes.
- Be prepared to collect and provide data so that UWCB can report on impact of the funding. A template will be provided upon notification of funding so applicants know exactly what data is required to be collected.

Completing the reporting template helps us understand how these funds are benefiting your community and food insecurity across the province, which in turn helps when planning future food security funding opportunities.

### Applying for an Urgent Food and Essentials grant more than once:

If you expend the full amount received from an Urgent Food and Essentials Grant (and you have submitted the reporting template) you are welcome to reapply.

Subsequent applications will be considered following these conditions:

- Assessment of the completed reporting template outlining how the initial funds were used.
- If sufficient funding remains.
- Funds must be used for the activity as described in the application.
- United Way must be notified in advance of any changes in the activity, including location, or any other changes.

Be prepared to collect data/information as needed for the reporting template.

## **Contact Information:**

Please see the **Frequently Asked Questions** section below for answers to some questions you may have.

Please do not hesitate to contact Claire Turpin, Community Funding coordinator, if you have questions or require assistance. Claire can be reached at [funding@unitedwaycapebreton.com](mailto:funding@unitedwaycapebreton.com)

## **Frequently Asked Questions**

### **1. What does “essentials” mean in ‘food and essentials’?**

Some examples of essentials include: menstrual hygiene products, adult incontinence products, diapers, toothpaste, shampoo, soap, condoms, other over the counter contraception and STI protection, toilet paper, paper towels, dish soap etc.

### **2. What if my organization has enough food and essentials right now, but we expect to run out in several months.**

Applications will be received on a rolling basis until the funds are depleted.

### **3. My agency is a Feed Nova Scotia member agency, are we allowed to apply?**

Yes, only after you have exhausted the funds provided by Feed Nova Scotia under the umbrella of Urgent Food Assistance Funds.

### **4. My agency is a Family Resource Centre or agency that runs the “Strengthening Fathers” program, are we allowed to apply?**

Yes, if the funds provided to you by Child and Family Wellbeing are not adequate to meet your current needs, you can apply for funding from United Way.

### **5. What if my application is not successful?**

You can reach out to [funding@unitedwaycapebreton.com](mailto:funding@unitedwaycapebreton.com) to set up an appointment to discuss your application.

### **6. Can schools apply for these funds?**

No, United Way Cape Breton is accepting applications from Registered Charities, Incorporated Non-Profits and Indigenous Governing Bodies.

### **7. Can municipalities and municipally run facilities apply for these funds?**

No, United Way Cape Breton is accepting applications from Registered Charities, Incorporated Non-Profits and Indigenous Governing Bodies.

### **8. Is infant formula an eligible expense with these funds?**

Yes. Food safety guidelines for re-distributing formula:

- Don't open and repackage infant formula.
- Ensure infant formula products are not expired or recalled (check this link recalls, advisories and safety alerts).
- Ensure the packaging is not damaged or broken (i.e., the cans are not dented/seals are not punctured etc.).
- Store unopened formula in a cool dry place.

### **9. What does dignified, choice-based approach mean?**

#### **Human Dignity**

- Ensure people do not have to sacrifice their self-esteem to access food.
- Protect privacy.
- Recognize impact of racism & the experiences of racialized communities. Include culturally appropriate food is available where the populations exist whenever possible.

#### **Choice**

- Be first-voice informed.
- Enable people to exert their personal preference to choose their own groceries & meals to the maximum extent possible.
- Ensure access to food honours culture & identities.